



<b>Position Title:</b>	Public Safety Officer-Assistant Chief		
<b>Reports To:</b>	Chief of Public Safety		
<b>Department:</b>	Campus Services	<b>Job Code:</b>	4208-06E
<b>Prepared By/Date:</b>	Carol Flynn/05-2006	<b>Job Group:</b>	SNE
<b>Approved By/Date:</b>	Martha Garrity/05-2006	<b>Salary Grade:</b>	11
<b>Revised:</b>	Jennifer C. Brito/05-01-2009	<b>FLSA Status:</b>	Non-Exempt

### **Summary:**

The Campus Patrol Officer-Assistant Chief is responsible for organizing, supervising, training, and executing campus patrol operations. The Assistant Chief also provides supervision to the Dispatch and PBX Operations, with operational oversight over mid and late night shift operations, and the campus outreach program.

### **Essential Duties and Responsibilities:**

- Provides direct supervision of all implied and specified tasks associated with the Public Safety Mission.
- Identifies and recommends requirements for personnel staffing, operational training, maintenance, and administration of Department equipment and vehicles, and provides direct supervision for all on campus patrol operations, and special activities, requiring Public Safety support.
- Develops, maintains, and submits monthly and annual operational statistics; Plans and coordinates day-to-day operations.
- Schedules Campus Patrol Officers' shift assignments for a continuous 24-hour, 7-day per week operation.
- Screens and interviews candidates.
- Develops programs to provide reasonable safety and security services to students, faculty, staff and public on College property.
- Reviews all shift reports and operational activities; Checks and verifies daily log entries, vehicle trip tickets, overtime rosters, alarms, and access control reports.
- Ensures enforcement of college policies and procedures, and prepares and maintains Patrol Operations Orders, After Action Reports, and Lessons Learned in support of Campus patrol operations and special activities.
- Supervises the Department's Dispatch and PBX operation, and provides operational and administrative oversight in direct support to the mid and late night Shifts, as well as, the Campus Outreach Program.
- Provides first line review, and appropriate distribution of all operational and Incident Report activity that occurs throughout the afternoon and evening shifts.
- Develops, reviews, and recommends internal administrative policies and procedures that will improve the quality of services provided by the department, and monitors compliance with existing College and Department policies and procedures.
- Participates in developing and recommending operational needs based on the annual budget.
- Assesses the need for staff development and training, and forwards for approval, requests for training, or attendance at activities, designed to improve officer professional knowledge and skills in the areas of safety and security.
- Substitutes for absent Campus Patrol Officers when required.
- Performs all other duties as assigned by the Chief.

**Knowledge, Skills and Abilities:**

- Knowledge in the use of two-way radio devices, telephonic communication, and other communication devices.
- Knowledge of security/safety general policies and procedures locks/locking systems, lighting systems, alarms, CCTV, and regulations applicable to the use of such items.
- Knowledge of the buildings and grounds patrolled and of the rules and regulations pertaining to the campus.
- Strong interpersonal skills and exercises mature judgment with tact and diplomacy when dealing with the public.
- Proficient in computer skills.
- Ability to react promptly and correctly in emergencies.
- Ability to read and interpret documents such as safety rules and regulations and procedures manuals
- Ability to plan, assign, review, supervise and inspect the work of others.
- Ability and strength to work long hours and cover long distances, if necessary.
- Ability to safely operate College motorized vehicles and periodically conducts foot patrols.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate. The employee frequently works in outside weather conditions.

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the noise level in the work environment is usually moderate. The employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, extreme cold and extreme heat.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate’s Degree, or an equivalent combination of education, training, and experience, in the

military, law enforcement, or the field of Safety and Security, and a minimum of three (3) years supervisory experience in related field.

- Must be able to successfully complete a basic security-training course and provide certificate of completion.
- Must possess a valid Florida State Unarmed Officer "D" license.
- Must possess a valid Florida Driver License and have the ability operate College motorized vehicles safely.
- Must complete a Miami Dade Police background investigation prior to being hired.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

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Date

\_\_\_\_\_  
Printed Name